



Horsforth Town Council
Finance and General Purposes Committee Minutes
18 July 2019 at 7pm

Present:

In the Chair: Cllr J Garvani

Cllrs J Arbuckle, C Calvert, D Collins, SM Dowling, R Hardcastle, R Harris, R Jacques, R Jones, M Leech, D Prater

In attendance: J Sou – Clerk; L Farrell – Administration Officer; Cllr R Shaw; Cllr T Stones

FGP/19.1 To accept apologies and the reason for absence

There were no absences.

FGP/19.2 Declaration of Disclosable Pecuniary and other Interests

None declared.

FGP/19.3 To consider questions and comments from members of the public at the Chairman's discretion

There were no questions or comments.

FGP/19.4 Minutes of the previous meeting

RESOLVED: To approve the minutes of the Finance and General Purposes Committee meeting held on 14 March 2019.

FGP/19.5 Accounts and Reserves

Accounts showing list of payments and budget and reserves as at 18 July 2019 were circulated at the meeting.

18.5.1. RESOLVED: To recommend that Council approves the accounts and list of payments to 18 July 2019.

18.5.2. Members **noted** the reserves (designated and restricted funds) including the Community Infrastructure Levy (CIL) payment received.

Members would like Leeds City Council to give a presentation on CIL to Council.

ACTION: Office to arrange presentation with Leeds City Council to Council meeting.

18.5.3. Members **noted** the list of Council's direct debits and regular payments circulated at the meeting.

RESOLVED: To approve payment of the direct debits and regular payments for the year.

18.5.4. To approve any payments. No payments were produced for payment.

Signed Dated.....

- FGP/19.6 Investments**
 Members **noted** the Council's current investments, as per the bank reconciliation to 18 July 2019.
 Members considered information provided on the CCLA Public Sector Deposit Fund.
- FGP/19.7 Bank mandate**
 Members received an update.
 The bank mandate for Unity Trust was in the process of being updated.
 The issue with the Yorkshire Bank mandate had not yet been resolved.
ACTION: Cllr D Collins and the Clerk to visit Yorkshire Bank to attempt to resolve.
- FGP/19.8 Mulitpay credit card**
RESOLVED: To approve Council applying for a Multipay credit card from Unity Trust with a single transaction limit of £500 and a monthly limit of £2000.
ACTION: Clerk.
- FGP/19.9 3 & 5 The Green and The Stables**
 Members received an update.
 Council had been approved by the Ministry of Housing, Communities and Local Government to apply for a loan.
 The details of the loan now had to be considered and approved by Council.
 A condition survey commissioned by Council when it had first looked into purchasing the properties had recommended a number of reports be obtained: electrical, asbestos management; heating; timber treatment/damp reports. These had been requested from Leeds City Council.
 Any decision by Council to apply for a loan should be subject to satisfactory surveys. Council should obtain its own surveys and not rely on those from Leeds City Council.
 Cllr D Collins requested members to consider any potential tenants/use for The Stables.
RECOMMENDED: That Council delegate authority to the Clerk in consultation with Cllrs J Garvani and D Collins that, subject to satisfactory surveys, to proceed with applying for loan.
- There were no steering group meetings planned.
- FGP/19.10 Office lease**
 No updates to report.
- FGP/19.11 Terminated photocopier contract dispute**
 The hearing had been re-listed for 27 August 2019 with a time estimate of 1 hour.
- FGP/19.12 Office IT update**
 Members **noted** the recommendation, specifications and costs for refurbished computers and monitors from Council's IT support company, with a warranty of 12 months, and the costs of comparable new equipment.

Signed Dated.....

RESOLVED: To upgrade the two office computers and monitors with refurbished equipment from Council's IT support company, as per the specifications and costs provided.

ACTION: Office to place orders for equipment.

FGP/19.13 Printer for office

RESOLVED: To delegate authority to the Clerk, in consultation with the Chair of Council, to purchase a second printer for the office at a cost up to £350.

ACTION: Clerk and Chair.

FGP/19.14 Mobile 'phone for office

RESOLVED: TO delegate authority to the Clerk, in consultation with the Chair of Council, to purchase a mobile 'phone for the office at a cost up to £300.

ACTION: Clerk and Chair.

FGP/19.15 Review of terms of reference and policies and procedures

Policies and Procedures Working Group to initially review Standing Orders and Finance and General Purposes Committee Terms of Reference. **Noted.**

ACTION: Members of Policies and Procedures Working Group (Cllrs J Garvani, R Harris and R Jones), Clerk, Administration Officer.

FGP/19.16 Training

- Safeguarding training for Cllr R Shaw

RESOLVED: To approve safeguarding training for Cllr R Shaw at £35

- Councillor training – YLCA training for councillors had now been proposed for 19 August 2019. 8 members had confirmed their interest. Awaiting confirmation from YLCA regarding the date and cost.

ACTION: Cllr J Arbuckle to be added to the list of members wishing to attend the training.

- Training requests from members and officers between meetings.

RESOLVED:

1. **That the line manager approve training requests from officers;**
2. **That members submit training requests with reasons to the Chair and Vice Chair of Council and the Clerk for approval.**

FGP/19.17 Loan of Council equipment to external organisations

RESOLVED: That Council equipment is not loaned to external organisations.

FGP/19.18 Website and Social Media

To consider the Town Council website and Facebook page.

- The website is in general need of updating.

It was agreed that in the meantime the following items should be added to the News Page: Low Lane speed indicator device, defibrillator, hanging baskets and watering of floral displays.

RESOLVED: To recommend that management of the website and Facebook page be made part of the remit of the Editorial Working Group .

- Website statistics for April, May and June 2019 were circulated. **Noted.**

Signed Dated.....

FGP/19.19 Items for information

None.

FGP/19.20 Items for future agenda

None.

FGP/19.21 Date of the next meeting

To be advised.

The meeting closed at 8:26pm.

*Distribution: Cllrs J Arbuckle, C Calvert, D Collins, SM Dowling, J Garvani,
R Hardcastle, R Harris, R Jacques, R Jones, M Leech, D Prater*

Signed Dated.....